
Introduction

Section 23.33, Wis. Stats., created an all-terrain vehicle program. This law authorizes the Department to administer a program of financial assistance to local units of government and federal agencies for the acquiring, developing, rehabilitating, insuring and maintaining of all-terrain vehicle trails, intensive use areas, and routes. An off-road vehicle council, consisting of seven members, advises the Department on matters relating to the administration of the all-terrain vehicle program.

Through the efforts of the off-road vehicle advisory council, the Department and organized all-terrain vehicle clubs, a number of changes have been made in the original legislation. These changes have resulted in a program which fosters safe, well maintained all-terrain vehicle riding opportunities at various locations in the state.

The purpose of this guide is to assist local units of government and federal agencies in applying for state funds through the all-terrain vehicle aid program.

How to Use This Guide

This guide is arranged in 4 major sections and is color coded for easier use.

Printed on White Paper

◇ General information on the all-terrain vehicle program and who to contact for information

Printed on Green Paper

◇ Information on the trail program

Printed on White Paper

◇ Information on all-terrain vehicle routes

Printed on Green Paper

◇ Information on the county law enforcement aids program

DNR Contacts

For trail and route related grants contact the regional community services specialist (CSS):

For further information and assistance in preparing project applications. A full size diagram describing the regional structure is found on the page facing this one.

Northern Region
Diane Conklin
810 W. Maple Street
Spooner, 54801
(715) 635-4130

Northern Region
Pat Zatopa
107 Sutliff
Rhineland, 54501
(715) 365-8928

West Central Region
Lavane Hessler
1300 Clairemont Ave.
P.O. Box 4001
Eau Claire, 54702
(715) 839-3751

Northeast Region
Gary Hanson
1125 N. Military Ave.
P.O. Box 104448
Green Bay, 54307
(920) 492-5823

Who To Contact

South Central Region
Rick Weigle
DNR Poynette
W7303 County Hwy CS
Poynette WI 53955-9690
(608) 635-8109

Southeast Region
Tom Blotz
2300 N. Dr. Martin Luther King
Milwaukee WI 53212 Jr. Dr.
(414) 263-8610

For law enforcement related grants contact the regional law enforcement safety specialists:

Northern Region
Terence Brown
810 W. Maple Street
Spooner, 54801
(715) 635-4112

Northern Region
Jeff Dauterman
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Northeast Region
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Green Bay, 54307
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South Central Region
Vacant
3911 Fish Hatchery Road
Fitchburg, 53711
(608) 275-3253

Southeast Region
John Plenke
(262) 670-3407 or
John Bronikowski
(262) 884-2383
2300 N. Dr. Martin Luther King
Milwaukee WI 53212 Jr. Dr.

Where Do the Program Funds Come From?

There are two sources of all-terrain vehicle funds – registration funds and motor fuel tax funds. All-terrain vehicle registration funds are generated by the payment of a biennial registration fee for each all-terrain vehicle operated for public use within the state. Registration funds are used to fund all aspects of the Wisconsin all-terrain vehicle program.

Motor fuel tax funds are generated through a formula transfer of gasoline excise tax on 25 gallons of gasoline for every all-terrain vehicle registered for public use by the last day of February. Motor fuel tax funds can only be used for the trail grant portion of the all-terrain vehicle program.

Trails Program

Who is Eligible to Apply?

Towns, cities, villages, counties and federal agencies

What Types of Projects are Eligible?

- ◇ Maintenance of all-terrain vehicle trails - The program provides up to \$80 per mile for winter maintenance. Trails eligible for winter maintenance must be maintained and groomed for a total of not less than 2 months nor more than 6 months per year including the months of January and February. \$220 per mile is available for summer maintenance. Trails eligible for summer maintenance must be maintained for not less than 3 months nor more than 8 months including the months of June, July and August
- ◇ Maintenance of intensive use areas - Provides up to 50% cost sharing for eligible costs to operate and maintain all-terrain vehicle intensive use areas.
- ◇ Maintenance of routes - Provides up to 100% of the cost to purchase all-terrain vehicle route signs and arrows, trail crossing warning signs, and signs briefly explaining the intoxicated all-terrain vehicle operator law.
- ◇ Insurance - Provides up to 100% of the cost to purchase liability insurance coverage for all-terrain vehicle trails and intensive use areas.
- ◇ Acquisition - - Provides up to 100% of the cost to purchase lands for all-terrain vehicle trails and facilities. The cost of trail easements or leases may be reimbursed at \$.10 per rod.
- ◇ Major rehabilitation of trails or bridges - Provides up to 100% of eligible costs for the major rehabilitation of bridge structures or trail segments requiring significant improvements or repair.
- ◇ Development of all-terrain vehicle facilities - Provides 100% of the total approved costs for the development of all-terrain trails and intensive use areas, including ATV routes

Distribution of Funds

How are Funds Distributed?

The distribution of all-terrain vehicle project aids is based upon the following priority list with the highest priority listed first:

1. Maintenance of existing approved all-terrain vehicle trails and use areas, including routes
2. Purchase of liability insurance;
3. Acquisition of land by easement, lease, or other agreements for the use of land
4. Major rehabilitation of bridge structures or trail segments; and
5. Acquisition of land in fee and development of new all-terrain vehicle areas and trails, including routes.

Should funds not be sufficient to satisfy the total request for a priority ranked purpose (i.e., either maintenance, insurance, or land acquisition), the funds shall be distributed to sponsors on a proportional basis for that purpose

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Important Points About...

Maintenance

- Facilities acquired or developed with all-terrain vehicle funds shall be operated and maintained in such a manner as to provide a safe and attractive environment for the user. The Department will conduct periodic inspections to insure adequate maintenance is being performed
- Eligible maintenance activities include but are not limited to: trail or special use area repair or rejuvenation, sign and post replacement, bridge and culvert repairs, grading of trails and riding courses, maintenance of toilet and shelter facilities, normal repair and replacement of facilities lost because of vandalism or normal wear, winter trail grooming, brushing and grading and the materials, labor and equipment rentals to accomplish these activities.

Only those trails previously approved by the Department and included in a maintenance agreement are eligible for reimbursement of maintenance costs. Additional trail miles can be added as they are approved by the Department. Maintenance for these additional miles are not eligible for reimbursement until a maintenance amendment agreement is processed.

- Sponsors receiving maintenance aid for all-terrain vehicle areas from the motorcycle recreation program are not eligible for maintenance aid under the all-terrain vehicle aids program.
- Sponsors may request advance payments of up to 50% of the project amount for maintenance. To be eligible for the maintenance advance payment, a sponsor must have settled all maintenance claims from previous years.
- Sponsors may charge a reasonable fee for the use of an intensive use area. This fee is subject to review by the Department
- Maintenance costs are claimed on an annual basis
- All terrain vehicle routes are not eligible for per mile maintenance payments.

Acquisition

- Acquisition may be in fee or lessor rights such as easement or lease.
- When lands or facilities are acquired in less than fee simple, the length of time secured must be adequate to insure full utilization of the proposed facilities developed on the site.
- The width of trail rights-of-way will not exceed one rod except as approved by the Department. The easement or lease should contain, as a minimum, the right to sign, right of limited construction, right to maintain, and right of use by all-terrain vehicles.
- For trail easements and leases, the sponsor must submit a certification that land control documents permitting access across private lands for the entire length of the trail are on file.
- Funds available for acquisition in fee simple shall be based on the approved appraised value of the land or the purchase price, whichever is less.
- Appraisals shall be prepared in accordance with Department guidelines and approved by the Department prior to acquisition of the land or land rights.
- Acquisition shall proceed in accordance with guidelines established by the State and the Department.

Important Points

The costs involved with acquisition in fee simple, e.g., appraisal, survey costs, title insurance and relocation assistance, are eligible for reimbursement as a part of an acquisition project.

Major Rehabilitation

- Eligible costs include: clearing of trees from storm damage to re-establish the trail corridor, filling and grading to re-establish the trail tread damaged as a result of erosion, widening and straightening trail segments to improve visibility, replacing entire bridge structure including approaches and abutments, repair of bridge superstructure, replacement of bridge decking and railings, and repair or replacement of protective riprap around bridge abutments or footings.
 - For bridge rehabilitation projects that involve total deck replacement, the deck must be reconstructed to a width of at least 8 feet, free from obstruction.
 - When a bridge rehabilitation project is located on an abandoned railroad grade and involves total deck construction or replacement, the width of the bridge, free from obstruction, shall be at least 10 feet.
 - Sponsors may request a 75% development advance at the time of project approval.
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Development

- Eligible developments may include, but are not limited to the following items: retroactive architectural and engineering fees; environmental impact statement; site preparation; landscaping; fences; gates; signs; bridges; access roads; parking lots; trails; skill courses; picnicking, camping and playground facilities; sanitary, shelter, concession and control facilities; and utilities.
- Sponsors may request a 75% development advance at the time of project approval.
- Required trail design and construction specifications:
 1. The minimum cleared width for a one way trail is 6 feet and the maximum is 8 feet.
 2. The minimum cleared width for a two way trail is 10 feet and the maximum is 12 feet.
 3. The minimum cleared height above the trail is 8 feet

4. Approved, fully reflectorized all-terrain vehicle signs must be used
 5. All-terrain vehicle trails will not be routed over bodies of water. If stream crossings make bridging necessary, bridges should be at least 8 feet wide. If the bridge is located on an abandoned railroad grade, the bridge shall be a minimum of 10 feet wide free from obstruction.
- Desirable trail design and construction specifications:
 1. Trail horizontal sight distances should be a minimum of 50 feet.
 2. Approaches to grades and slopes should be as straight as possible.
 3. Access to trails should be controlled where possible. Caution signs should be used to indicate trail intersections. Trails should be routed away from areas that will attract undesirable traffic or uses.
 4. The location of the trail should be varied through topography and land characteristics to maintain user interest. Access to trails should be controlled where possible.
 5. Trails should cross contours at right angles where possible. Routing trails along side slopes should be avoided.
 6. Route all-terrain vehicle trails away from areas designated in Department wilderness areas, game preserves, winter browse areas, experimental stations, nurseries, plantations eagle and osprey nests, residences and other areas of anticipated conflict.
 - Guidelines describing the techniques of posting standardized signs are found in a separate publication titled "Trail Signing Handbook".

The Program in General

- Recreation facilities developed or lands acquired in fee simple under this program shall not be converted to uses which are inconsistent with the program purposes without the approval of the Department

Financial Administration

- Lands or facilities acquired, developed or maintained with assistance from the all-terrain vehicle program may be used for compatible outdoor recreation uses when not utilized for all-terrain vehicle purposes.
 - Actual fringe benefits paid as part of the direct labor costs for governmental employees claimed are eligible project costs.
 - All-terrain vehicle program funds may be used for off-road motorcycle trails and facilities if these trails and facilities are open for use by all-terrain vehicles.
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Financial Administration

Project Grant Awards

Upon approval of your project, you will receive a signed contract from the Department outlining the approved project scope, project period and project amount. **Read your contract carefully. It contains conditions that govern your project.** The individual authorized by resolution should sign one copy of this contract and return it to the appropriate regional community services specialist. The remaining copy should be maintained in your project files.

Caution!!

Unless specifically specified in the contract, costs incurred prior to the date of the signed contract approval by the Department will not be eligible for reimbursement.

Changes to the Project Contract Amendments

Requests for changes in the project contract in either the scope of the work, project period, or approved project amount must be submitted in writing to the regional CSS before the project end date expires.

Documentation for amendment requests will vary. Requests for additional time must indicate why the project cannot be completed by the end date and be accompanied by a detailed status report.

Requests for the addition or deletion of scope items to a project must justify the need for more or less scope and be accompanied by a revised cost estimate worksheet. Requests for changes in scope must be made prior to making any changes. Requests to amend project costs may be submitted when project activity costs are higher than estimated or when a work activity is expanded.

Note!

No amendments to project contracts for maintenance will be made.

Bidding

For activities that encompass public construction, local unit sponsors must comply with state bidding and contracts. Examples of public construction would be the construction of a bridge structure on site or the purchase and installation of a prefabricated bridge. Local units of government should check with their corporation counsel or current bidding thresholds and notice of standards involving public construction activities.

**Financial Administration
During the Project**
Grantee's Responsibilities

The fiscal controls and accounting procedures used to record project costs and state grant receipts are based on generally accepted accounting standards and principles. You must:

- ◆ Establish a separate account for project expenditures.
- ◆ Itemize all project expenditures in sufficient detail to the exact nature of the expenditure and provide evidence of that expenditure (e.g., a copy of a canceled check. If your bank does not return canceled checks, a copy of the bank statement will do).
- ◆ Maintain payroll vouchers for force account salaries and wages. If payroll vouchers are not used, a statement or "log book" should be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project item involved and the gross amount of salary earned by each.
- ◆ Maintain daily timesheets or "logbooks" of all all-terrain vehicle club members performing maintenance activities showing hours worked and a description of the activity. The Department establishes labor rates for non-grooming maintenance performed by all-terrain club members.
- ◆ Cross-reference each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, cash register slip, etc. These supporting documents should contain the signature of the individual authorized to approve such expenditures.
- ◆ Maintain daily records of force account equipment actually used on the project. These daily records must show the type of equipment used, actual hours of use and type of work for which the equipment was used. The time equipment is at the job site but not in use (idle time) is not eligible.
 - For equipment such as trailers, trucks, etc., allowable rates are established annually in the county's equipment rate agreement with the Wisconsin Department of Transportation.

- For winter grooming equipment, allowable rates are established by the Department and periodically reviewed by the off-road vehicle advisory council. A schedule of these rates is available from your community services specialist.
- For equipment not included above, the actual rate should be computed. The rate should include hourly depreciation and hourly operational costs. Any generally accepted method of computing depreciation which reflects acquisition costs, useful life and usage factors is acceptable
- ◆ Submit a certification that land control documents permitting access and use of private lands for all-terrain recreation are on file for the entire length of the trail

Claims for Reimbursement- Required Documentation for All Claims

Except for project advances, claims for payment will be on a reimbursement basis. To be eligible for reimbursement, all costs must be incurred within:

- the project time period shown on the contract
- the scope of activity defined in the contract
- the state aid project amount shown in the contract

Claims must be submitted within six months of the project termination date.

For county sponsors, the financial audit of claims will take place as a part of each county's year end single audit. Counties are not required to submit financial documentation (invoices, canceled checks, equipment or labor records) with their payment claim. After the single audit is completed, the Department may perform additional financial audits of these claims to supplement work done in the single audit.

For all non-county sponsored projects, the following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers
2. Copy of the summary of bids if applicable
3. Completed Department reimbursement forms. Completion instructions are included on the forms:
 - Form 8700 - 188, *Reimbursement Claim*
 - Form 8700 - 187, *Reimbursement Claim Worksheet*
4. Copies of canceled checks (front and back) which support the cost claimed. If the bank does not return canceled checks, a copy of the bank statement is acceptable. This extends to the checks of all-terrain vehicle clubs making purchases and being reimbursed by the sponsor.
5. Vendor invoices which support the eligibility of the cost claimed. This extends to the original vendor invoices when all-terrain vehicle clubs purchase materials and are then reimbursed by the county.
6. Machine usage records that substantiate the use of each equipment item for which costs were claimed. These records should be kept on a daily basis and show the hours, dates, and project function for which the equipment was used.
7. Labor records supporting the hours worked by individuals working on the project. These records should be kept on a daily basis and show the dates, hours, hourly rate and work activity of each individual claimed.
8. For liability insurance, a copy of the invoice. If such insurance is provided through a rider to the sponsor's general policy, documentation of how the cost was equitably allocated to the all-terrain vehicle program should also be available.
9. For short term acquisition, land control documents or a copy of the sponsor certification of easements held.
10. For fee simple acquisition, a copy of the appraisal, options and related information.

All claims for reimbursement should be sent to your regional community services specialist. A source of additional information titled the Financial Handbook is available from your community services specialist to further assist you in the reimbursement process.

How are Reimbursement Claims Processed?

The community services specialist reviews the claim for completeness and compliance with the project contract. If the claim is satisfactory, the community services specialist forwards it to the Department's Bureau of Finance for auditing.

The purpose of the audit is to check compliance with the terms of the project agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

The state has the right to audit or examine all books, papers, accounts, documents or other records of the sponsor as they pertain to the project.

All project records must be retained by the sponsor for a period of not less than 3 years after final payment or final disposition of audit findings

Upon successful audit of project expenditures, the Bureau of Finance will arrange for the issuance of the appropriate check.

When a Project is Not in Compliance with the Contract

If the department finds that a project has not been satisfactorily completed by the end of the grant period or that the sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the sponsor.

How to Prepare Your Application

The checklist below and the discussion that follows will take you through the necessary steps for preparing a successful project application.

1. Contact your community services specialist
 - ◆ Discuss your project idea and plans

2. Prepare your application

- ◆ Complete DNR Form 8700 - 159, *Outdoor Motorized Recreation Trails Aids Application*. You should indicate the type of trail assistance for which you are applying and complete the project narrative.
- ◆ Attach a copy of the officially adopted resolution

Forward your completed application and any supporting materials to your regional community services specialist by the April 15 deadline to be eligible for summer grant awards

Application Requirements

❑ Official Resolution

The official resolution must:

- Formally request financial assistance by the sponsor
- Authorize a representative to act on behalf of the sponsor to sign documents and take necessary action to complete the proposed project
- Resolve that the applicant will meet the financial obligations of the grant.

❑ Detailed Project Description

1. For a maintenance application include:

- a concise statement of the maintenance activities and the type of equipment used.

2. For an acquisition project include:

- land/easement certification (prior to trail opening)
- where the project involves acquisition of land in fee simple, please contact your community services specialist for assistance

Other Important Information

3. For a liability insurance project include:

- Certification of insurance (separate policy rider to general liability policy)

4. For major rehabilitation projects include:

- county map showing the trail system or use area and the location of the trail segment or bridge proposed for rehabilitation
- for bridges, a copy of bridge rehabilitation cost summary supplement. This supplement will require two (2) quotes for installation of prefab bridge structures and one (1) quote for built on site bridges.
- construction plans for bridge showing length, width, types of materials to be used and railing detail (where appropriate),
- a color photograph of the bridge
- narrative description when the trail or bridge was initially constructed and the source of funds for the initial construction and any subsequent major repair
- for trail rehabilitation, a description of the work activity and a breakdown of the costs. Use Form 8700-14 *Recreation Grant Project Cost Estimate*

5. For a new development project include:

- county map showing trail location and its relationship to other existing trails, if appropriate
- plat or topographic map showing location of trail easements, bridges, culverts, rail crossings, shelters, parking lots and new trail construction
- a description of the work activity and a breakdown of costs. Use Form 8700 - 14, *Recreation Grant Project Cost Estimate*. Where construction of a new bridge(s) is required, the new bridge cost summary supplement should be completed. This supplement will require two (2) quotes of installation for prefab bridges and one (1) quote for built on site bridges.
- Construction plans for bridges or other structures

Other Important Information

Other Important
Information

Trail Signing

A separate pamphlet titled "Trail Signing Handbook" is available from the community services specialists as well as a video cassette (VHS) that portrays the correct signs and posting techniques.

Roles of Department and
Sponsor in Trail/Area
Inspections

The Department's basic responsibilities in the all-terrain vehicle aids program are fiscal and environmental in nature. The community services specialist conducts trail inspections and program reviews to assure that all-terrain vehicle funds are being properly used. Similarly, the Department monitors all pertinent state laws, codes, permits, and approval procedures associated with trail development and maintenance activities. The Department can withhold funds because of poor trail signing and maintenance, insufficient financial documentation, or failure of the sponsor to follow required state laws and codes relating to the development or maintenance of all-terrain vehicle trails and intensive use areas.

While not required by statute or code, the sponsor should strongly consider initiating its own inspection and trail monitoring program. The sponsor, and not the Department, is responsible for the safety of the trail. It is liable for all hazards and accidents arising from improper trail maintenance. It is in the sponsor's interest to conduct regularly scheduled checks of trail signing and grooming to minimize the chances of a claim of negligence being made against the them.

Bridge Requirements

A separate publication titled "Bridge Guidelines" is available that outlines all-terrain vehicle bridge requirements. Contact your community service specialist for a copy

All-Terrain Vehicle Routes

Who is Eligible?

Cities, villages, towns or counties may apply for 100% of the cost of purchasing all-terrain vehicle route signs and arrows, trail crossing warning signs and signs explaining the intoxicated all-terrain vehicle operator law.

Please note

All-terrain vehicle routes, whether part of an approved all-terrain vehicle trail or not, are **not** eligible for per mile maintenance payments.

How Do I Apply?

Eligible sponsors make application for route signs, arrows and the intoxicated operator sign on the regular all-terrain vehicle application, Form 8700 - 159.

Important Points About Route Signs

- Separate STOP, regulatory or caution signs for all-terrain vehicle operators are not necessary on an all-terrain vehicle route since the operator must conform to regulations provided for highway traffic. All-terrain vehicle trail signs will be necessary to direct the all-terrain vehicle operator off the route and on to a trail. These signs should be positioned to avoid confusion for an automobile driver.
- All all-terrain vehicle route signing is the responsibility of the municipality designating the route. The posting of the signs should be done under the direction and supervision of the municipality.
- All-terrain vehicle route signs insofar as practical should be placed between the path intended for all-terrain vehicle use and the edge of the highway right-of-way. In no case shall all-terrain vehicle route signing be closer than 2 feet to the outer edge of the highway shoulder.
- All-terrain vehicle route signs may not be erected on highway right-of-way until permission has been received from the authority in charge maintaining the highway.
- Sign shapes, sizes, colors and posting techniques are found in the *Trail Signing Handbook* available from your community services specialist.

County Law Enforcement Aids Program

County Law Enforcement Aids Program

What is the Objective of the Portion of the All-Terrain Vehicle Program?

The county all-terrain vehicle enforcement aids program exists to encourage the development of county all-terrain vehicle patrols to enforce all-terrain vehicle regulations embodied in section 23.33, Stats.

What are the Levels of Assistance?

Counties may receive up to 100% of their net costs for enforcing section 23.33 of the statutes. If claims from all participating counties exceed the monies made available by the legislature each year, the Department prorates the claims

What are the Eligible Costs?

Salaries and fringe benefits of officers enforcing section 23.33, Stats., are eligible costs. The rate of pay for enforcement activities can not be more than the regular straight time rate and the fringe benefit rate cannot exceed 29% of the reimbursable straight time rate. The costs of travel, materials and supplies are reimbursable. Depreciation of equipment valued over \$100, except all-terrain vehicles, is calculated at a rate of 12% per year. The depreciation rate for all-terrain vehicles is calculated at a rate of 20% per year.

Travel expenses and salaries for training purposes are authorized only for attendance at all-terrain vehicle enforcement training sessions conducted by the department

For the purposes of patrol reimbursement, each patrol is eligible for only those hours up to 3 times the state average of arrests per hour for participating sheriff patrols for the past 3 years computed from the state all-terrain vehicle sheriff patrol records. No more than 50% of the credits to reach the standard may be for written warnings.

For the reimbursement of leased capital equipment, the amount may not be more than 50% above the average depreciation cost of the prior year for all all-terrain vehicle patrols claiming depreciation.

When more than 50% of the eligible patrols are submitting claims, no one patrol may receive more than 10% of funds available and at no time may any patrol receive more than 20% of funds available.

A minimum of 20 patrol hours is required in order for reimbursement.

County Law Enforcement Aids Program

Search and rescue enforcement costs are eligible only for officers actively looking for all-terrain vehicle operators who are, or who are reasonably believed to be, alive, in distress or are in a life-threatening situation.

The reimbursement of capitol equipment under 23.33(9), Stats., is limited to depreciation for all-terrain vehicles and all-terrain vehicle trailers.

How does a County Apply?

In order to be eligible for assistance, an all-terrain vehicle patrol must:

- File an *Intent to Patrol*, Form 8700-59, by July 1 of each year which lists the authority under which the all-terrain vehicle patrol will operate
- Send the person in charge of the patrol or a designee to participate in all designated department all-terrain vehicle enforcement patrol training sessions.
- Function as a viable all-terrain vehicle enforcement patrol

Financial Administration during the Patrol Season

During the patrol season, the all-terrain vehicle patrol must complete the *Daily Log*, Form 8700-89, and the *Monthly Report*, Form 8700 - 90. The *Daily Log* is used in compiling a summary of the patrol's daily activities and expenses. The *Daily Log* is not to be filed with the department, but is to be used to for assembling the information necessary to complete the *Monthly Report*. The *Daily Log* must be kept on file by the all-terrain vehicle patrol to augment its records. The *Log* must be available in chronological order for periodic checks by representatives of the department during normal business hours.

The *Monthly Report* must be filed with the department no later than the tenth day following the completion of the previous month's patrol activity

Claims for Reimbursement

On or about June 1 of each year the department will forward 3 sets of forms to each patrol that has an *Intent to Patrol* on file. The appropriate official completes the forms covering the patrol expenses for the preceding 12 month period of July 1 to June 30. Two sets of these forms are to be sent to the Bureau of Law Enforcement on or before September 1. Claims which are received by the department after September 1 will not be processed for payment. The forms include the following

- ◇ *Application for State Aid*, Form 8700 - 60. This form summarizes the total net cost of the all-terrain vehicle patrol claimed by the county.

- ◇ *Salary Schedule*, Form 8700 - 61. This form summarizes the salaries and fringe benefits of officers involved in the enforcement of section 23.33, Stats.
- ◇ *Travel, Materials and Supplies Schedule*, Form 8700 - 62. This form summarizes all reimbursable expenditures other than salaries and depreciable items.
- ◇ *Depreciation Schedule*, Form 8700 - 63. This form lists all capital outlay equipment with a value of more than \$100 depreciated at 12 1/2% per year and any all-terrain vehicles depreciated at 20% per year.
- ◇ *Record of Court Cases*, Form 8700 - 64. This form lists the total number of all-terrain vehicle violations and court actions for each calendar year of the reporting season.

Each claim will be audited by the department as soon as possible after the claim has been received. Payments of the claims will be made no later than November 1. If funds budgeted in the state budget are insufficient to cover the total request of all counties participating in the program, the payments will be prorated

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REGIONAL FIELD STRUCTURE

